

## **NOTICE OF VACANCY**

**TITLE:** Signature Parks Project Manager  
**DEPARTMENT:** Mayor's Office  
**REPORTS TO:** Mayor or designee  
**POSITION STATUS:** Full time, non-union position with full benefits  
**SALARY:** Up to \$90,000.00, DOQ

### **JOB SUMMARY:**

The Signature Parks Project Manager (SPM) oversees the planning and implementation of the City of Salem's signature parks capital projects (see [www.salem.com/signatureparks](http://www.salem.com/signatureparks)) in collaboration with a team that includes the Park & Recreation Department, the Department of Planning and Community Development, the Department of Public Services, the Sustainability, Resiliency, and Energy Department, and the Finance Department.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Serves as lead project manager for most signature parks projects. For those projects in the signature parks initiative where there is an existing project manager, assists and supports that individual in their work. Coordinates with contractors, designers, architects, planners, subcontractors, and others as necessary to successfully complete signature park projects. Duties also include ensuring projects have operational and maintenance plans, and working with key Departments to ensure that projects transition into operation successfully.

Works with Finance Department staff to track costs, draw down bonding, and maintain financial controls in compliance with all applicable state and local wage, procurement, and other financial laws and regulations. May be required to apply and report for grants related to projects. Maintains the Signature Parks website and conducts public engagement to share updates about projects, brief relevant neighborhood associations and abutters, and keep local officials and community leaders apprised of the status of projects. Valid MA driver's license.

Serves as a part of the City's Salem 400 task force, planning for the quadricentennial event, for which the signature parks initiative is a key element. All other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Experience in project management, capital projects, planning, or similar work. Excellent interpersonal and communication skills. Highly organized and able to manage multiple simultaneous projects. Familiarity with state procurement, energy, construction, and other similar laws regarding public projects. Computer skills, including familiarity with Microsoft Office suite of programs. Ability to develop and work in shared drives. Familiarity with construction management software applications. Advanced writing skills desirable.

### **QUALIFICATIONS:**

At least five (5) years' experience in public administration or government, project management, planning, or a similar field. Bachelor's degree highly preferred.

### **PHYSICAL DEMANDS AND OFFICE ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand. The employee frequently is required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance, vision, color vision, peripheral vision, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is a typical office setting, and the noise level is usually moderate. In the office setting there are occasional interruptions and interaction with other employees, as well as outside in various weather conditions, depending upon site visits and the like. Will visit neighborhoods and work sites outside of the office. Applicant may be required to conduct site visits during construction.

Interested applicants may apply with resume and cover letter to [jobs@salem.com](mailto:jobs@salem.com); position will remain open until a candidate is selected.

City of Salem, Human Resources Department, Lisa B. Cammarata, Director, 98 Washington Street, 3rd<sup>h</sup> floor  
Salem, Massachusetts 01970.

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**DATE: March 2022**